



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, December 1, 2004

4:00 P.M., Room 107

I. CALL TO ORDER & INTRODUCTION OF NEW COMMISSIONER (Shontea Jenkins)

The meeting was called to order by Acting President Murdaugh at 4:07 p.m. Others present: Civil Service Commissioners Floyd DeForest and Shontea Jenkins, Civil Service Personnel Director Karen Scholle.

Newly appointed Commissioner Jenkins was introduced to President Murdaugh and Commissioner DeForest.

II. MINUTES

After brief discussion, the following action was taken:

Motion by Commissioner DeForest, support by Commissioner Jenkins, to accept and adopt the minutes of the November 3, 2004, regular CSC meeting as printed.

VOTE: Commissioner DeForest, yes; Commissioner Jenkins, yes; President Murdaugh, yes.
Motion passed.

III. ACTION AGENDA

A. Temporary Appointment Request - Code Coordinator

Per communication from Community & Economic Director Cathy Brubaker-Clarke, a request for a 60-day appointment of Zoning Environmental Inspector Mike Cameron to Acting Code Coordinator was presented to the Commission.

Motion by Commissioner DeForest, support by Commissioner Jenkins, to approve the temporary appoint of Mike Cameron to Acting Code Coordinator for a 60-day period beginning November 22, 2004.

VOTE: Commissioner DeForest, yes; Commissioner Jenkins, yes; President Murdaugh, yes.
Motion passed.

B. Nepotism Policy Proposal

Due to the need for hiring guidelines, a Nepotism Policy was developed and presented to the Commissioners for consideration. After discussion, the following action was taken.

Motion by Commissioner Jenkins, support by Commissioner DeForest, to approve and adopt the proposed Nepotism Policy.

VOTE: Commissioner DeForest, yes; Commissioner Jenkins, yes; President Murdaugh, yes.
Motion passed.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Temporary contract services RFP

As the temporary employment services provider contract with Kelly Services expires on December 31, 2004, requests for proposals will be sought and a contract with a service provider pursued. RFP's to be out yet this month.

B. Police Officer Recruitment

The recruitment is underway for the hiring of three new officers and is expected to be complete by mid-December. Seventy-six candidates out of a total of 280 applicants are scheduled to interview.

C. Reduction in Force

Due to continued budget challenges, three SEIU 517M Unit 2 DPW employees will be laid-off from their permanent positions by year-end. However, due to attrition and holding positions open, none are expected to leave City employment.

D. 2004 Firefighter Eligibility List

This was brought to the CSC for consideration of whether or not to extend the list for one additional year as no one has been hired from it. It will be on the action agenda for a vote at the January 2005 meeting.

V. **STATUS OF RECRUITMENTS**

- A. **City Seasonals 2004:** There are 300 applications received to date, with Leisure Services fall program staffing concluding.
- B. **Civil Engineer:** On hold until SEIU 517M layoffs and bumping completed.
- C. **Code Coordinator:** Posting expired November 29; promotional applications received and under consideration.
- D. **Customer Service Representative I:** There are 167 applications on file.
- E. **Customer Service Representative II:** There are 64 open competitive applications on file.
- F. **Customer Service Representative II/Inspection Services:** Treasury CSR Carmen Smith transferred to this position effective November 8, 2004.
- G. **Customer Service Representative II/Treasury:** Police Records CSR Tammy Rashotte transferred to this position effective November 14, 2004.
- H. **Firefighter 2004:** There are 253 applications on file.
- I. **Fire Captain:** Fire Lieutenant Bradley Vanderberg promoted to Captain effective 11/7/2004.
- J. **Mechanic:** One promotional application received; position on hold due to budget.
- K. **Planner I:** Posting expired November 29; transfer and promotional applications received and under consideration.
- L. **Planner II:** Posting expired November 29; transfer and promotional applications received and under consideration.
- M. **Police Officer 2003-04:** Interviews currently under way.
- N. **Police Officer 2004-05:** Ten applications on file.
- O. **Secretary to City Manager:** This recruitment is complete and awaiting finalization from the involved managers and employee.

VI. **APPOINTMENTS**

A. **New Appointments**

Permanent

Seasonal/Part Time

Jereisha Connolly, Program Leader, 11/8/04.

Willie Cunningham, Program Leader, 11/12/04.

Jessica Sanzone, Lifeguard, 11/2/04.

Sam Villalpando, Facility Supervisor II, 11/2/04.

B. **Promotions:**

Permanent Employees

Bradley Vanderberg, Promoted from Fire Lieutenant to Fire Captain, 11/7/04.

Seasonal/Part Time

C. **Transfers**

Permanent Employees

Tammy Rashotte, from Police Records Customer Service Rep II to Treasury Customer Service Rep II, 11/14/04.

Carmen Smith, from Treasury Customer Service Rep II to Customer Service Rep. II Inspections Customer Service Rep II, 11/8/04.

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Lonna Anguilm from Zoning Administrator to Planner III, 11/9/04.

Mike Cameron from Zoning Environmental Inspector to Acting Code Coordinator, 11/22/04.

Paul Christiansen returned to Fire Lieutenant from Acting Fire Captain, 11/7/04.

Seasonal Employees

Marsha Bouwman from Leisure Services Summer Park Ranger to Winter Program Leader, 11/2/04.

Steven Tartt from Leisure Services Summer Playground Leader to Winter Program Leader, 11/2/04.

E. Temporary Assignments

Permanent Employees

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Seasonal/Part Time

B. Suspensions

Permanent Employees

Robert Lukos, Leisure Services Maintenance Worker III, one-day suspension, Group 1 violation, 2nd offense.

Steve Martinez, Police Officer, placed on Administrative Leave, 10/30/04.

Seasonal/Part Time

C. Terminations

Permanent Employees

Steve Martinez, Police Officer, 11/10/04.

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Seasonal/Part Time

Gwen Young, Crossing Guard, 8/25/04.

B. Job Terminations

Permanent Employees

Seasonal/Part Time

Robert Arnson, Facility Supervisor Farmers Market, 11/2/04/04.

Kyle Dabrowski, Marina Aide, 11/2/04.

John Irving, Marina Aide, 11/2/04.

Kevin Santos, Marina Aide, 11/2/04.

Richard Versalle, Softball Supervisor, 11/2/04.
Edward Washington, Playground Leader, 11/2/04.
David Wikman, Harbor Master, 11/2/04.

C. Other

Retirements

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

American Water Works Association, Water Resource Alternatives:

Robert Fountain, Special Operations Supervisor, 11/4/04.

National Emergency Response & Rescue Training Center, Public Works WMD Basic Concepts:

Darrel Hogston, Electronics Technician, 8/16/04.

National Emergency Response & Rescue Training Center, WMD Terrorism Awareness for Emergency Responders:

Darrel Hogston, Electronics Technician, 8/17/04.

Michigan Association of Public Employee Retirement Systems:

Derrick Smith, City Treasurer, 10/10/04.

Muskegon Training & Education Center, Beginning Spanish

Mary McGuffey, Customer Service Rep. II, 11/18/04.

B. Letters of Commendation

Bob Hartman, Water Sewer Maintenance Worker, received a letter of appreciation via Byron Mazade, City Manager, from Paul Mercier, President of the Greater Muskegon Area Corporate Volunteer Council, for his work to keep the petunias watered along Muskegon Avenue and in bloom all summer long, 11/8/04.

Police Officer Clay Orrison and **Police Detective Jerry Ziegler** received a letter of congratulations via Tony Kleibecker, Director of Public Safety, for an outstanding effort, attention to detail, and tenacity in building a criminal case which lead to a successful conviction, 11/17/04.

Denny Powers, Police Community Coordinator, received a letter from the National Association of Town Watch informing him that the City of Muskegon has been selected as a National Award Winner for outstanding participation in the National Night Out Crime Prevention Program, 10/11/04.

John Schultz, Inventory Stock Clerk, received a letter of commendation from Kelly DeFrench, Public Utility Superintendent, for a job well done organizing and straightening up the area behind the stock room, 10/22/04.

John Schultz, Inventory Stock Clerk, received a letter of appreciation from Bob Kuhn, Director of Public Works, for the fine job organizing and straightening up the area behind the stock room.

X. OLD BUSINESS

A. Tim Fields' Hearing Request

Nothing new to report.

B. Job/Compensation Classification Review Policy

Nothing new to report.

XI. OTHER BUSINESS

A. Temporary Help

1. There was no expenditure for temporary office help through Manpower Temporary Services for November, 2004.
2. Expenditures to Kelly Services for temporary office help for October 16, 2004, through November 15, 2004, \$1865.12.

XII. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 4:41 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.
(12 04 CSC Minutes)